



JTPA

Number: D96-3

Serving the People of California

DIRECTIVE

Date: August 5, 1996

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TO: SERVICE DELIVERY AREA ADMINISTRATORS
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS
JTPD PROGRAM OPERATORS
EDD JOB SERVICE OFFICE MANAGERS
JTPD STAFF

SUBJECT: CRITERIA FOR JOB TRAINING PARTNERSHIP ACT (JTPA)
CONSULTANT SERVICES

EXECUTIVE SUMMARY:

Purpose:

This Directive defines criteria for Service Delivery Area (SDA) to SDA consultant services funded by Employment and Training Network (ETN) contracts.

Scope:

This Directive applies to all JTPA funded agencies requesting consultant services via the ETN.

Effective Date:

This Directive is effective the date of issuance.

REFERENCES:

- JTPA 628.325(c)(2)

STATE-IMPOSED REQUIREMENTS:

This document contains state-imposed requirements. These requirements are in **bold**, *italic* print.

FILING INSTRUCTIONS:

BACKGROUND:

Historically, funds set aside for consultant services have been issued on a “first-come, first-served basis.” The result has been that consultant funds were fully expended within a period of several months, leaving no funding for addressing training needs during the remaining contract period. Due to the budget reductions we are all experiencing, it has become necessary to both establish a quarterly budget and define criteria for approving requests for consultant services. These criteria are consistent with federal regulation and direction set by the Capacity Building Work Group.

These criteria are intended to promote clarity of communications, efficiency in applying for consultant services, and a greater understanding by all parties involved of the procedures and criteria used in evaluating requests for consultant services from the ETN. For the past seven years, the ETN has provided consultant services at no cost to JTPA funded agencies. Such services resumed with the inception of the new ETN contract, effective April 1, 1996.

POLICY AND PROCEDURES:

SDA requests for consultant services must meet the prescribed criteria established in this Directive.

1. Criteria for Consultant Services

- A. Training should enhance the capacity of, and be targeted to, “front-line” staff at the local level;***
- B. Training should address a technically-oriented topic related to JTPA;***
- C. The consultant must provide replicable materials which may be added to the ETN lending library;***
- D. Training may not be duplicative of training provided by the Job Training Partnership Division (JTPD), Capacity Building Unit unless an alternative resource is available which relates more directly to the training need;***
- E. The training must be consistent with definitions for technical assistance activities; and***
- F. Requests for consultant services must be received at least two weeks in advance of the scheduled training date.***

II. Funding

The ETN funding is provided on a quarterly basis. Once the funding for a quarter is depleted, further assistance may be postponed until the subsequent quarter. Funding decisions will be made by the JTPD.

ACTION:

Please bring this Directive to the attention of the appropriate staff.

INQUIRIES:

Please direct inquiries about this directive to your assigned program manager.

/S/ VICKI J. JOHNSRUD
Acting Chief